



Maine Department of Corrections

Direct Hire Career Opportunity

PUBLIC SERVICE MANAGER III

DIRECTOR OF CORRECTIONAL PROGRAMS

CODE: M034

PAY GRADE: 34

SALARY: \$58, 926.40 - \$81,182.40

Effective Date: July 2, 2012

Closing Date: Until Filled

DESCRIPTION: This position is responsible for directing, planning, managing and overseeing a variety of Department programs and specialty areas including all training initiatives and programs for employees and inmates/clients of the Department, Victim Advocate Services, and long range planning initiatives and budgets relating to these programs. The position is located in the Office of the Commissioner in Augusta, Maine.

In order to be successful in this field you will need to have knowledge in areas such as:

- Correctional laws, rules, programs, policies, rules and guidelines.
- Curriculum, organizational, and staff development theories, programs, research, principles and practices.
- Management and supervisory theory and practice.
- Inter-relationships among correctional programmatic efforts.
- Long range planning strategies, objectives, initiatives, and activities.
- Fiscal and budgetary activities, planning, management, and oversight.
- Professional development strategies and resources.

As well, you must have the ability to:

- Motivate and direct staff in a wide and diverse variety of functional areas.
- Research, analyze and interpret correctional policies and strategies.
- Consult, evaluate, and integrate complex correctional issues.
- Coordinate strategic planning and information strategies.
- Plan, manage, develop and implement administrative diverse activities.
- Articulate complex ideas, clearly and concisely, orally and in writing.
- Establish and maintain professional relationships.
- Deal diplomatically and tactfully with the correctional community, within and outside of the Department.
- Plan, manage and oversee large budgets and fiscal operations.

MINIMUM QUALIFICATIONS: A Bachelor's Degree in Criminal Justice, Law Enforcement, Business or Public Administration or related field and eight (8) years of progressively responsible experience in corrections and/or law enforcement or institutional/community mental health work including four (4) years of experience in a managerial and/or advanced administrative capacity. Related experience may be substituted for the educational requirements on a year-for-year basis.

TO APPLY: Please email a cover letter and resume to:

Laurie Hayden, Personnel Officer – laurie.a.hayden@maine.gov
Phone: (207)287-4498

INSURANCES/RETIREMENT:

***Value of State-paid Health Insurance**

Level 1: 100% State Contribution (employee pays nothing): \$363.77 bi-weekly
Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

* The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State paid Dental Insurance: \$13.69 bi-weekly

Value of State's share of employee retirement contribution = 16.54% of pay

*Maine State Government is an Equal Opportunity/Affirmative Action Employer
Diverse candidates are encouraged to apply.*